



DWD Issuance 23-2008

Issued: May 13, 2009
Effective: May 12, 2009

Subject: Career Assistance Program (CAP) Unable to Locate Policy

Key Words: CAP – TA Recipient – Unable to Locate Alert

1. Purpose: To provide a revised policy regarding the “Unable to Locate” policy for TA recipients.

2. Background: Reauthorization of the Temporary Assistance to Needy Families (TANF) was achieved through the Deficit Reduction Act (DRA) of 2005, when the Department of Health and Human Services (HHS) released the final regulations on February 5, 2008. Temporary Assistance (TA) applicants and recipients receive employment and training services through the Career Assistance Program (CAP).

CAP sends an “Unable to Locate” alert to the Family Support Division (FSD) for TA recipients who relocate and do not have a forwarding address. This alert can result in the TA case being closed at FSD.

3. Substance: Attached is the “CAP Unable to Locate” Policy. Significant elements include:

- Actions to Complete for Returned Mail
- Case Closure Hearing Requests

4. Action: Effective May 12, 2009, Local Workforce Investment Boards and program operators must comply with this guidance when implementing and operating CAP. The revised “CAP Unable to Locate Policy” is effective upon receipt of this policy Issuance. CAP Service Providers should replace the current “Unable to Locate” policy pages with this policy in the current CAP policy manual.

5. Contact: Anyone with questions or comments regarding this issuance should direct them to Susan Petersen, Manager, Self Sufficiency Programs, at 573.526.8266 or susan.petersen@ded.mo.gov

6. Reference: Department of Health and Human Services (HHS), Final Rule, 45 CFR Parts 261, 262, 263, and 265, in the Federal Register on Tuesday, February 5, 2008
http://www.acf.hhs.gov/programs/ofa/law-reg/law_index.html
7. Rescissions: Current “Unable to Locate” policy
8. Attachments: #1 “CAP Unable to Locate Policy” and Toolbox 2.0 Instructions



Julie Gibson
Director